



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

JUN 29 2015

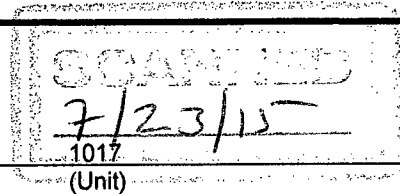
STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Clermont County Records Management Division
(Local government entity)



Michelle Snyder
(Signature of responsible official)

Michelle Snyder
(Name)

Records Manager
(Title)

5-14-15
(Date)

Section B: Records Commission

Clermont County Records Commission
Records Commission

(513) 735-8660
(Telephone number)

289 East Main Street

Batavia

45103

Clermont

(Address)

(City)

(Zip code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Edward H. Humphrey
Records Commission Chair Signature

6/29/15

Date

Section C: Ohio History Connection - State Archives

K. Latta
Signature

Government Records Archivist
Title

7/2/2015
Date

Section D: Auditor of State

Martin E. Miller
Signature

7-13-15

Date

Please Note: The State Archives retains RC-2 forms permanently.

It is strongly recommended that the Records Commission retain a permanent copy of this form

SAO-/LGRP- RC-2 (Part 1 & 2), Revised August 2014

Schedule of Records Retention and Disposition Continuation Sheet

Records Management Division
1017

(Local government entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1017-01	Annual Budget – Includes Budget Preparation Paperwork	3 years	Paper/Electronic		<input type="checkbox"/>
1017-02	Annual Report	10 years	Paper		<input type="checkbox"/>
1017-03	Applications For One-Time Records Disposal - (RC-1) Departmental	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1017-03A	Applications For One-Time Records Disposal - (RC-1) Departmental	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1017-03B	Applications For One-Time Records Disposal - (RC-1) Departmental	Permanent	Microfilm		<input type="checkbox"/>
1017-04	Authorized Representative Forms	Until superseded	Paper/Electronic		<input type="checkbox"/>
1017-05	Bids (Unsuccessful)	2 Fiscal years after Board Action	Paper/Electronic		<input type="checkbox"/>
1017-06	Certificate of Records Disposal (RC-3) - Departmental	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1017-06A	Certificate of Records Disposal (RC-3) - Departmental	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1017-06B	Certificate of Records Disposal (RC-3) - Departmental	Permanent	Microfilm		<input type="checkbox"/>
1017-08	Contracts	8 years after completion	Paper/Electronic		<input type="checkbox"/>
1017-09	Daily Inspection Reports	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>

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1017-10	Destruction Packets – Includes destruction receipt, log and destruction confirmation letters	1 year	Paper		<input type="checkbox"/>
1017-11	Electronic Mail - Email	Retain according to content	Paper/Electronic		<input type="checkbox"/>
1017-12	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	3 years after Fiscal year, provided audited Original maintained at Auditor's Office	Paper/Electronic		<input type="checkbox"/>
1017-13	Microfilm Logs	Permanent	Paper		<input type="checkbox"/>
1017-14	Pay Ins to Treasury Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
1017-17	Publications, Handbooks, Directives, Manuals, Policies, Rules & Regulations	Until superseded, obsolete or replaced	Paper/Electronic		<input type="checkbox"/>
1017-19	Schedule of Records Retention & Disposition (RC-2)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper		<input type="checkbox"/>
1017-19A	Schedule of Records Retention & Disposition (RC-2)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media		<input type="checkbox"/>
1017-19B	Schedule of Records Retention & Disposition (RC-2)	Permanent	Microfilm		<input type="checkbox"/>
1017-20	Service Requests - Copies	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
1017-21	Uniform Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
1017-22	Visitor Sign In Sheets	1 year	Paper		<input type="checkbox"/>